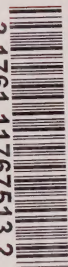


CAI
MS
-1994
E57

Energy-saving devices
and features for the
office

3 1761 11767513 2



CAI
MS
-1994
E57

Government
Publications

MORE THAN JUST A LABEL

ENERGUIDE

PLUS QU'UNE ÉTIQUETTE

Energy-Saving Devices and Features for the Office

The most cost-effective way to achieve energy savings in the office is to manually turn off equipment when it is not in use. However, this is not always possible, especially if you have to leave a computer on overnight to perform off-hours processing jobs, to provide file access to remote users, or to respond to calls to a fax/modem. And what about those times when you go home and forget that your computer, printer or photocopier is running?

If any of these situations is familiar to you, it may make sense (and produce better results) to install a power management product.

Intelligent and call-activated switching devices are among the most useful power management products available on the market. Intelligent switching devices can be used to turn off a computer when an off-hours processing job is completed. Call-activated devices can switch on the system in response to an incoming fax/modem call, and switch it off when the call is completed.

Other devices can be used to automatically switch off equipment at the end of the business day. As well, certain devices can shut off a computer or monitor after a user-specified period of keyboard or mouse inactivity, and automatically reactivate the system with any new activity. Motion sensors can be connected to printers, monitors, task lighting and other energy-consuming devices in the office. These sensors will turn off equipment when you have been away from your desk for a pre-set time, and turn it on again instantly when you return.

If you are in the market for a new computer, consider one that has "integrated power management" capabilities. This technology can individually place the hard drive, monitor and internal hardware components in a "sleep mode" when they are not being used. While in this mode, these units consume virtually no electricity but are available essentially on demand.

Printers can be switched on or off by users from their computers, or automatically as



FACT SHEET



Natural Resources
Canada

Ressources naturelles
Canada

Canada



AYR-4866

part of a print command. Controlling the printer in this way can save hours of wasted energy between print jobs. Since a computer normally requires some time to prepare a print job, having the printer warm-up from a cold start is unlikely to cause any inconvenience or loss of productivity.

Installing power management products for your office machines can do more than save energy: it can extend their operating life. Keep in mind that every hour a machine is left running is an hour off its service life. Contrary to popular belief, modern electronics are designed to handle many thousands of on/off switches (known as duty cycles): this does not wear out the components. If you have any concerns with the impact on your computer, and specifically the drive, call the manufacturer's representative

You can also reduce energy consumption in your office by using task lighting (e.g., desk lamps) rather than overhead lights whenever possible. Maximize your savings by giving some thought to the type of fixture and bulbs you purchase. For example, halogen desk lamps are highly recommended substitutes for incandescent lamps: they consume only 25 to 35 per cent of the energy of an incandescent unit, with the same light output. Desk lamps with fluorescent bulbs are even more efficient.

When purchasing a refrigerator for an office kitchen, compare the ratings on the EnerGuide label attached to all new appliances. Even with small units, significant energy savings can be achieved. The EnerGuide label can also be used to purchase the most efficient model of other kitchen appliances that may be used in your office.

Avoid using a power bar to turn on several pieces of equipment simultaneously. Why turn your printer on every morning if you won't be using it until late in the afternoon — or not at all? To maximize energy savings, turn on only the equipment needed to do the immediate task at hand.

Finally, if any of your office equipment has an energy-saver feature (which puts the equipment into "sleep mode"), make sure it is activated. This feature can save significant amounts of energy but is often deactivated when the equipment is shipped from the factory.

For further information on energy efficiency in the office, write to the following address for your free copy of the publication entitled "Guide to Buying and Using Energy-efficient Office Equipment":

Energy Publications
c/o Canada Communication Group
Ottawa, Ontario
K1A 0S9
Fax: (819) 994-1498

Published by the authority of the Minister of
Natural Resources Canada
© Minister of Supply and Services Canada 1994
Cat. no. M91-20/2-1994E
ISBN 0-662-22264-4
Aussi disponible en français





Alloy
[06-010]